

Loyens & Loeff is an international top Tier full-service law and tax firm. Our Luxembourg office is led by 27 experienced partners and forms part of the Loyens & Loeff network, which counts more than 1500 partners and associates worldwide. Our office in Luxembourg comprises around 160 professionals and has a total headcount of more than 240.

Our lawyers and departments in all our offices are praised for their expertise by leading legal directories and our firm is regularly recognised as Best Law Firm in BeNeLux. Our office in Luxembourg, which is among the Top 3 law firms in Luxembourg, is no exception and is notably recognised for its expertise in Investment Funds, Corporate M&A, Banking & Finance, Dispute Resolution, Real Estate and Tax.

Group Coordinator – Corporate (CDD 12 months)

YOUR MISSION

As Group Coordinator in the Corporate team, you will provide support to partners, associates and other team members. You will be responsible, together with the corporate partners, for defining and implementing the strategy and goals of the practice group. You will do this in consultation and cooperation with the practice group and you will also be in contact with various staff departments.

In particular, the role of the Group Coordinator is as follows:

- To assist the partners with the daily running of the practice by *inter alia* ensuring the preparation, developing, improving and implementation of the annual goals and budget, policies and guidelines
- To support the department in the set-up, coordination and implementation of specific projects (on a project by project basis, with objectives being set for such projects as the projects themselves are identified), including cross-practice projects on a BeNeLuCh level
- To support associates / team members in their career development within the firm

Budget & strategy

- Assist with the preparation of annual budget and objectives
- Oversee the implementation, execution and periodic evaluation of the practice group annual objectives and strategy and report on progress made to the partners
- Identify and act on internal and external developments and improvement proposals
- Create support within the practice group for improvement proposals and organise decision-making
- Lead or participate in improvement projects, draw up project plans and supervise their execution; also with regard to cross practice group projects

People management and Administration

- Liaise with responsible corporate partner(s) regarding recruitment and retention of talent
- Initiate and coordinate several periodic meetings with the team (e.g. corporate partners meetings, seniors meetings and administration corporate team meetings)
- Assist in workload management (monitor workload, occupation rate and administrative duties such as time delay, compliance with DAC6, KYC and related measures)
- Facilitate onboarding and integration of newcomers in the team (e.g. monitor mentoring program, integration in internal training programs and other working groups)
- Support partners in the team performance evaluation (process)

- Liaise with HR Team
- Liaise with Group Coordinators & BD advisors in other practice groups and jurisdictions
- Initiate and assist with the organisation of specific events of the team (e.g. team building events)

Marketing & Communication

- Organize and coordinate seminars, webinars, conferences and other meetings both externally as well as internally
- Be the practice group's primary contact person for Marketing and Communication for sharing business news and for social media and external communication purposes
- Contribute to the creation and updating of marketing material (website, general brochures, client catalogues etc.)
- Assist with internal communications (internal newsletters, Inside)
- Assist the team with actions on social media

Business Development:

- Draft submissions to legal directories, prepare interview meetings
- Review or Draft proposals (incl. track record, CV, list of publications, tenders)
- Supervise client onboarding
- Liaise with associates to ensure deal reports completed on a timely basis

YOUR PROFILE

- You hold a bachelor or a master degree
- You have worked as a lawyer for 5 or 6 years or you have relevant work experience, within the legal sector and preferably within a law firm
- You have an excellent (written and spoken) level of English, knowledge of other languages is an advantage
- You have a commercial and entrepreneurial mindset and are able to work independently
- You are a strong communicator. Your social skills allow you to easily build a network and to connect and switch smoothly between people on different levels
- You are a team player and you are flexible
- You are known for your accuracy, precision and completeness
- You enjoy working on different tasks/project simultaneously and you work in an autonomous and proactive manner
- You are an expert in MS Office suite including PowerPoint

WHAT DO WE OFFER

- A varied and challenging position in an inspiring and top-notch environment
- The opportunity to manage a talented, young and dynamic team
- Growth opportunities
- An international team with international clients
- A high level of autonomy
- A sector that is sustainable and in continuous movement
- A competitive salary, adapted to your level of experience
- A modern working environment, including working from home policy

Ready to start writing your own story at Loyens & Loeff Luxembourg? We are looking forward to receiving your application: [Group Coordinator – Corporate \(CDD 12 months\) - Loyens & Loeff - Careers](#)